



## REGISTRATION INSTRUCTIONS

### FINANCIAL MANAGEMENT TRAINING

**MAY 26-28, 2010**

Again this year, registration for the USDA Financial Management Training (FMT) will be maintained in AgLearn; however, we've made some changes.

#### New Registration Process:

Attendees will only need to register once to attend the 2010 FMT. Pre-registration for breakout sessions is not required. Breakout session attendance will be conducted on a first-come first-serve basis during the training. Most breakout sessions will be repeated on the 2<sup>nd</sup> day of the training.

#### To Register for the 2010 FMT:

Click the following link: [2010 FMT](#)

- You will be prompted to login to AgLearn and will then be taken to the FMT registration screen.
- Click **Register** and then **Confirm** to complete the registration process.

**All registrations must be completed by Wednesday, May 19, 2010.**

Confirmations will be forwarded by AgLearn via e-mail within 48 hours of your registration. Per AgLearn standards, both you and the supervisor listed in your AgLearn profile will receive e-mail confirmation notifications of your registration activities.

If confirmation is not received, or if additional information is needed, please contact the Controller Operations Division, Customer Liaison and Training Branch, at 504-426-5471, or via e-mail at [customer.training@usda.gov](mailto:customer.training@usda.gov).

**Note:** If you require **special accommodations** or if you are a **non-USDA employee** wishing to register, please e-mail or phone the Customer Liaison and Training Branch.

#### Continuing Professional Education (CPE) Credit Requirements:

- To receive CPE credits for the General Sessions, attendees are required to sign-in each day and attend the sessions.
- To receive CPE credits for breakout sessions, attendees are required to attend the entire session and drop-off the appropriate card at the end of each session.
- CPE credits will be calculated and awarded based on actual attendance records.
- Complete and submit the CPE Credits Application, certifying your attendance.